

POST SPECIFICATION

Post Title	Programme Coordinator, Training and Faculties
Post Status	Permanent
Department/Function	Training and Faculties Office (TFO)
Reference Number	RCPI-27-21

Post Summary

The Programme Coordinator, TFO has primary responsibility for co-ordinating and supporting the planning and execution of medical specialist training programmes. The Coordinator supports the relationship between RCPI and trainees throughout the training programmes, ensuring both integrity and quality is maintained and communicating and involving relevant stakeholders including trainees, trainers, programme directors and National Specialty Directors.

Reporting Relationship

This role reports to a Team Lead in the Training and Faculties Office.

Standard Duties of the Post

Duties will involve, but are not limited to:

- Coordinate and oversee Trainee Recruitment & Selection activities, which include the application process, convening of interview panels, participating in interviews and communication of outcomes to candidates and hospitals.
- Liaise with NSDs, Hospital personnel and HSE NDTP in relation to annual intake figures for recruitment and selection each year.
- Conduct on-boarding for new National Specialty Directors (NSDs) to ensure that in so far as is possible a standardised approach is used across all specialties for recruitment, assessment and management of the training programmes
- Coordinate and support medical specialist training programmes, schedule of events and communicating key dates and events to all trainees, trainers and NSD's.
- Coordinate Specialty Training Committees and associated meetings, working closely with the Chairperson to ensure the efficient running of meetings and follow up on actions arising from the meeting.
- Coordinate and oversee the Trainee Annual Assessment and outcomes, including action follow up, trainee file and data management and identify early potential trainee issues/difficulties and proactively bring these to the relevant programme stakeholders
- Participate in training design reviews and provide feedback from trainees.
- Coordinate and organise Specialty Study Days/Induction Days, including tracking of expenditure and maintenance of the Study Day budget per specialty.
- Maintain trainee profiles, records and curriculum requirements through the online ePortfolio system and other data management and information systems as required, i.e. Quercus, PMI, NCHD Database, RCPI Website
- Act as customer service liaison and respond in a timely manner to trainee and trainer queries, gather feedback and relay the 'voice of the trainee and the trainer' to the relevant programme stakeholders and internal teams.

- Provide quantitative and qualitative reports to RCPI management, Medical Council and HSE NDTP as appropriate and communicate and present this information on a structured basis to support the business.
- Identify inaccuracies, efficiencies and gaps in the department policies and procedures through the internal quality assurance structures and effect changes as necessary.
- Advise NSDs on issues and make recommendations on how to address these issues and how to continuously improve the specialty programme management processes.
- Support collaboration across RCPI departments and functions to help develop and implement initiatives from the Training and Faculties Office.
- Work with the HST Team Lead and TFO Manager on department projects as they arise.

Person Specification

- Relevant third level qualification with proven capability and 2-3 years' experience in a comparable role.
- Excellent organisational and inter-personal skills with skilful attention to detail
- Strong communication and interpersonal skills combined with sound judgment are required to facilitate work with a wide range of individuals and groups.
- Demonstrated capability and sensitivity to manage key business relationships as the role involves a high degree of interaction and collaboration with key stakeholders.
- Self-starter with high motivation and the ability to work flexibly on own initiative and as part of a team to achieve goals within agreed timeframes.
- Strong writing skills with experience in drafting and preparing reports, letters, presentations etc.
- Ability to manage time and prioritise with an ability to be flexible in the approach to work.
- Proven organisational capability and high levels of personal effectiveness. The person is expected to handle a varied and diverse workload to meet deadlines while ensuring accuracy, timeliness and meticulous attention to detail.
- Strong intellectual, analytical and thinking skills.
- Excellent ICT skills with the capacity to maximise digital technology to increase efficiencies in processes and procedures and as an effective communications and engagement tool. In particular advanced MS Excel, Word & Outlook skills, and the ability to work efficiently with multiple systems of information.
- Experience in a medical administration environment and collaborating with clinical specialists desirable.
- Experience working with databases / website editing is desirable.
- Project Management experience desirable.

Application Requirements

Candidates should submit a cover letter and CV to jobs@rcpi.ie and specifically address how their experience fits with the requirements of the role. Please answer the following two questions:

1. What are your current salary expectations?
2. What is your current notice period?

Equal Opportunities Policy

RCPI is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.